

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum  
No. 1-1

25 September 1998

Administration  
TEMPORARY DUTY TRAVEL

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1. HISTORY. This is a revision of an existing publication.
2. PURPOSE. This memorandum establishes policy and outlines responsibilities and procedures for this headquarters.
3. SCOPE. Applicable to all personnel under the operational control of USA DENTAC, Fort Huachuca, Arizona.
4. REFERENCES. None.
5. RESPONSIBILITIES.
  - a. The Commander, USA DENTAC, will approve all travel in connection with official business for USA DENTAC.
  - b. The Commander and Executive Officer, USA DENTAC, will be the travel authorizing officials.
  - c. Headquarters will prepare the DD Form 1610, forward it to MEDDAC's Resource Management for processing, provide copies as required, and fax copies to the travel agency. If requested, they will make reservations for the traveler. Finally, headquarters will assist the traveler with filing the DD Form 1351-2 and follow-up through finalization of the claim.
  - d. Individual travelers are responsible for the following:
    - (1) Submission of request for temporary duty (TDY) (appendix A).

- (2) Requests for permissive DY (appendix B).
- (3) Requests for leave in conjunction with TDY.

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This memorandum supersedes DENTAC Memo 1-1, 12 Jun 97

(4) Ticket and travel arrangement through the installation's Government-contracted travel office.

(5) Submission of travel voucher to headquarters within 5 working days after return from travel.

(6) Submission of copy of paid travel voucher to headquarters.

## 6. GENERAL.

a. The priorities for TDY funding are as follows:

- (1) Mission.
- (2) Continuing Education (not to exceed 5 days).
- (3) Travel to take specialty boards.
- (4) Medical Service Corps officers educational courses related to their present duty.
- (5) Training conferences for enlisted soldiers.
- (6) Training for civilian personnel.

b. Use of permissive TDY or excused absence to attend training or conferences.

(1) Military personnel. Commanders may allow military personnel administrative time to attend non-Government training or conferences. Costs incurred will be at the expense of the traveler. Individuals must request this TDY in accordance with appendix B.

(2) Civilian personnel. Commanders may allow civilian employees administrative time to attend non-Government training or conferences. The total time allowed may not exceed 18 hours per year. If additional time is required, such an absence may be charged to annual leave.

c. Centrally Funded Training. Training/conferences are provided at no cost to the unit for military personnel. This training/conference will include, but is not limited to, the following: ANCOC, BNCOC, PLDC, X-2 Course, Health Care Management Course, and professional development short courses for 63As. Procedures to apply for these will vary. The PSNCO is responsible for coordinating this type of training

## 7. PROCEDURES.

a. Travelers will request TDY in accordance with appendix A. After approval by the commander, travel orders will be initiated by headquarters, and taken to MEDDAC's Resource Management for processing.

b. OCONUS TDY: In the event of an OCONUS TDY, headquarters will prepare the DD Form 1610 (sans approving signatures) and a memorandum requesting approval for official travel. These documents will be sent at least 75 days prior to departure through the U.S. Army Dental Command to the U.S. Army Medical Command, ATTN: MCPE-MA. Further information may be obtained by calling MEDCOM, DSN 471-7068.

c. Headquarters will provide the traveler with the original DD Form 1610 plus five copies. They will also fax (515-0916) a copy of the orders to the Government-contract travel agency. The traveler must provide an additional two copies of the DD Form 1610 when picking up the tickets.

d. Transportation and Travel.

(1) Headquarters will assist in making commercial travel arrangements if requested. Mode of transportation to and from Tucson International Airport will be determined by the traveler.

(2) Payment of parking fees for POVs is authorized.

e. POV. The commander will determine use of a POV on an individual basis. If approval is obtained, travel orders will be issued authorizing such use. Reimbursement will be made at the current JTR rate, but not to exceed the allowable cost of commercial air. Time expended in travel to and from TDY site will coordinate with commercial air. If ground transportation exceeds this time, traveler will be in a leave status.

f. Rental Cars. Normally a rental car will not be authorized; however, exceptions may be made by the commander on an individual basis. The use of commercial transportation (taxi, bus, shuttle) is authorized in and around the TDY site.

g. Per Diem Allowance: Per diem is set by JTR. Current rates are maintained at headquarters.

h. Receipts. Unless otherwise stated in JTR (Vol 1), receipts to support claims for reimbursable items of travel expenses will be required for any items claimed in excess of \$25. Lodging receipts are required. Receipts are not required for meals.

## 8. MISCELLANEOUS.

a. When TDY is to a recognized military installation, the traveler will use Government billeting if available. If billeting is not available, a control number indicating such, or a statement of non-availability will be obtained from the billeting office. Inclusion of a statement indicating that use of Government quarters would adversely affect the mission must have the commander's approval.

b. When leave is planned in conjunction with TDY, the exact dates of leave must be reflected in item 16, DD Form 1610.

c. All dental officers attending a civilian dental conference on TDY/permissive TDY will wear their military uniform at all meetings. The only exception will be the last day of the conference when preparing to depart.

9. TDY Travel Arrangements.

a. Travelers may make their own arrangements, or request assistance from headquarters. Reservations should be made as far in advance as possible.

b. The traveler is responsible for picking his/her ticket.

The proponent agency of this publication is the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.  
Colonel, Dental Corps  
Commanding

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APPENDIX A

DSBJ-CDR (600d)

\_\_\_\_\_  
Date

MEMORANDUM THRU

NCOIC \_\_\_\_\_

OIC \_\_\_\_\_

Executive Officer \_\_\_\_\_

FOR Commander

SUBJECT: Request for Temporary Duty (TDY)

1. Request approval for TDY. In support of this request, I am submitting the following information:

a. Course Title/Nature of TDY \_\_\_\_\_

b. Sponsored by \_\_\_\_\_

c. Mode of travel: Air \_\_\_\_\_ POV \_\_\_\_\_ Other \_\_\_\_\_

d. Inclusive dates: \_\_\_\_\_

e. I do/do not desire leave in conjunction with this DY. (DA Form 31 is required.) Dates are from \_\_\_\_\_ to \_\_\_\_\_.

f. Registration fee \_\_\_\_\_.

2. I understand that within 5 working days from return I must submit a DD Form 1351-2 and all documents to support the claims (lodging, GTR, receipts for expenditures in excess of \$25, etc.). Additionally, after settlement is received, I will provide headquarters a copy of the travel voucher from the finance office.

\_\_\_\_\_  
(Requester's Signature)

FOR HEADQUARTERS USE ONLY:

Per Diem \_\_\_\_\_ Travel \_\_\_\_\_ Registration \_\_\_\_\_ Total \_\_\_\_\_

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APPENDIX B

DSBJ-CDR (600d)

\_\_\_\_\_  
(Date)

MEMORANDUM THRU

NCOIC \_\_\_\_\_

OIC \_\_\_\_\_

Executive Officer \_\_\_\_\_

FOR Commander

SUBJECT: Request for Permissive Temporary Duty

Request approval for permissive TDY. I am submitting supporting documentation in addition to the following information:

a. Course Title/Nature of TDY \_\_\_\_\_

b. Sponsored By \_\_\_\_\_

c. Inclusive Dates \_\_\_\_\_

d. I do/do not desire leave in conjunction with this PTDY. (DA Form 31 is required.)  
Dates are from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
(Requester's Signature)

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